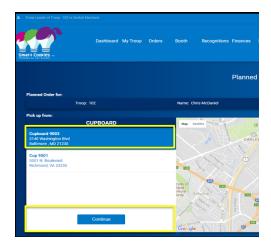


Quick Bites

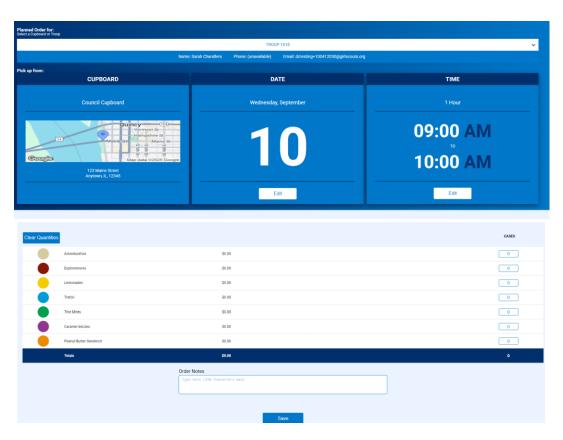
Creating a Planned Order

View this video: Creating a Planned Order- YouTube Video or follow the instructions below:



Log into Smart Cookies and navigate to Orders>Planned Order. Be sure to enter all planned orders by the cut-off date outlined by your Council.

- Select the cupboard for pick up.
- Select Date and time for pickup
- Enter the order in cases or packages as determined by your Council.
- Enter any notes in the notes field and click save.



After Pick-up: After your Troop has picked up the cookies from the cupboard, the cupboard manager will approve and the order will be converted to a transfer. Transfers will be visible on the manage order grids and will be designated as a C2T (P) order to show it was a planned order. Troop volunteer will receive an email receipt. 9/9/2025